

Certificate of Compliance: In Lieu of Tentative Parcel Map (TPC)			
EFFECTIVE 9/15/2013		FEES*	INITIAL DEPOSIT*
PDS PLANNING			\$1,840
ENVIRONMENTAL			\$3,610**
PDS REVIEW TEAMS			\$1,295
STORMWATER			\$695
DEH	SEPTIC/WELL		
	SEWER		
PDS TRAILS REVIEW			
VIOLATION FEE (<i>not included in total</i>)		\$1,000	
INITIAL DEPOSIT & FEE TOTAL			
\$7,440 (TPC)			
\$3,830 (TPC Condo Conversion)			

* Use our [Discretionary Permit Cost Guide](#) to estimate the County portion of your project's cost.

** Condo Conversions are exempt from environmental review fees (**see Note #5**).

PLEASE FOLLOW ALL INSTRUCTIONS CAREFULLY TO AVOID DELAYS IN PROCESSING.

PART A:

All listed items must be completed, signed and saved as PDF files on a USB Flash Drive. PDS forms are available at <http://www.sdcounty.ca.gov/pds/zoning/ZoningNumeric.html> and at the links below.

- Maps/Plans
- [126 Acknowledgement of Filing Fees and Deposits](#) (**see Note #1**)
- [299 Supplemental Public Notice Certification](#)
- [305 Ownership Disclosure](#)
- [320 Evidence of Legal Parcel](#) (**and any deeds**)
- [367 Application for an Environmental Initial Study \(AEIS\)](#)
- [394 Preliminary Floodplain Evaluation](#)
- [399F Fire Availability](#)
- [399S Sewer Availability](#)
- [399SC School Availability](#)
- [399W Water Availability](#)
- [514 Public Notice Certification](#)
- [524 Vicinity Map/ Project Summary](#)
- [LUEG-SW Stormwater Intake Form for Development Projects](#)

PART B:

In addition to **PART A** on a USB Flash Drive, all items listed under **PART B** must be completed, signed and submitted as paper hard copies.

- Maps/Plans: **Eleven (11) hard copies.**
 - If in Alpine CPG area: **Twelve (12) hard copies.**
 - If in the (USDRIP) River Way Specific Plan area: **Thirteen (13) hard copies.**
- Public Notice Package (**see PDS-516 for Specific Requirements**).
 - [277 Notice of Proposed Subdivision](#): **One (1) hard copy.**
 - [346 Discretionary Permit Application](#): **One (1) hard copy.**

524 Vicinity Map/ Project Summary: One (1) hard copy.
LUEG-SW Stormwater Intake Form for Development Projects: Two (2) hard copies.

PART C:

All items below are informational only and not to be submitted.

090 Typical Plot Plan
209 Defense and Indemnification Agreement FAQs
248 Rules and Regulations Governing Certificate of Compliance
249A Tentative Parcel Map Applicant's Guide
298 Supplemental Public Notice Procedure
312 Condo Conversion Applicant's Guide (If Applicable)
374 Resource Protection Study
515 Public Notice Procedure
516 Public Notice Applicant's Guide
906 Signature Requirements
 Policy G-3: Determination of Legal Parcel
 Policy I-73: Hillside Development
 Policy S-1: Slopes/ Density Analysis

Submittal Appointments are no longer required.
Check-in at the main PDS counter no later than 3:30 p.m.
Submittal package MUST BE complete.

NOTES:

1. If the Financially Responsible Party (FINRESP) wants to designate an additional DEPOSITOR (such as an Agent or Permit Runner) to make online deposits to the FINRESP'S Trust Account(s), then the FINRESP and the DEPOSITOR must be Accela Citizen Access Registered Users and complete all of form PDS-126. Register at: <https://publicservices.sdcounty.ca.gov/citizenaccess>.
2. Save each complete Study, Report, Plot Plan, Map, etc., as a single PDF file onto One (1) USB Flash Drive. Submit only the requested files. Provide only one (1) USB Flash Drive at intake. All files must have all security restrictions and passwords removed. PDF files must be named by either "Form Number" (example: PDS-399F), or "Title of the submitted study" (example: Fire Protection Plan).
3. Please note: USB Flash Drive will not be returned.
4. Maps/plans are to be stapled together in sets and folded to 8½" x 11" with the lower right-hand corner exposed.
5. Refer to Section 81.616.1 of the Subdivision Ordinance for the application of this on a one-lot condo project. For Condominium Conversion projects on a single lot see Section 81.110 of the Subdivision Ordinance. Condominium Conversions may be environmentally exempt under CEQA Article 19, Section 15301k.
6. Give Applicant PDS-319 – Notice of Application.
7. Application Case Type is a TPC number.
8. If project is a violation, plans must have Code Compliance Officer's stamp before accepting the application.